

## **Senior/Principal Program Coordinator**

### **About Houston-Galveston Area Council**

The Houston-Galveston Area Council is one of the largest regional planning commissions in the country with a diverse service area of 13 counties and more than 7 million people. We are the pulse of our region addressing issues that cross city limits and county lines every single day.

We make decisions that affect our transportation system, ensure the safety and well-being of our seniors, connect people to jobs, help families recover from natural disasters, preserve water quality for our children, and so much more. We work to make the region a great place to live, work, and thrive.

### **What will I be doing?**

- Serving as Program Lead and Project Manager for the regional transportation demand management program, currently known as Commute Solutions
- Expanding, creating, and implementing transportation demand management strategies such as fixed route and commuter transit, first and last mile connections, bicycle and pedestrian facilities, carpool, vanpool, telework, parking management, commuter benefits etc. to improve and lead the regional transportation demand management program,
- Developing focus areas, specific actions, and coordinating outreach efforts to promote commuter alternatives to alleviate congestion and improve air quality in those areas
- Building the foundation for strong public and stakeholder relations with corporations, small businesses, property managers, community organizations, governmental agencies, educational institutions, civic groups, and others
- Providing transportation demand management support services such as employer surveys, commuter surveys, origin and destination analysis, commuter benefits analysis, modeling using TRIMMs and other platforms, developing worksite-specific TDM and telework plans
- Supporting relevant community outreach events and making presentations to select groups about the regional transportation demand management program
- Developing and delivering educational content to positively impact use of travel demand management strategies in the region
- Providing project management and administration, including budgeting, expense tracking, reporting, volunteer management, project planning and execution, consultant management, and evaluation

### **Key Qualifications**

- Knowledge of alternative transportation program practices, including behavioral science, marketing and outreach; transportation planning and public relations techniques
- Ability to:
  - find, download, interpret and present in a graphic way a worksite, corridor, neighborhood, or region's demographic, employment and commute pattern data
  - read and interpret technical reports and planning documentation
  - compile, develop and organize data into written reports and publications, presentations etc.

- work independently to complete projects and tasks
- Excellent verbal (in person, online and over the phone) and written communication skills
- Successful at delivering engaging, research-based presentations before groups of various sizes
- Demonstrated interest in alternative transportation, sustainability or improving quality of life in communities
- Holds AICP, Commuter Choice, or TDM-CP (or similar) certification

**Do you have...**

- Bachelor's degree in an applicable academic discipline or related field of study
- 5 years of experience working with local government, nonprofit programs, school or in job related duties
- Depending on the qualifications and experience - This position may be considered at the Senior or Principal level